

Job Title: Nursery Assistant (2–3 Year Provision)

School: FCJ Primary School

Reports to: Nursery Team Leader / Early Years Lead

About the Role

We are delighted to be opening a new 2–3-year-old provision as part of our expanding Early Years offer within FCJ Primary school. This role provides an excellent opportunity for a caring and committed individual to support young children’s earliest experiences of learning in a nurturing and values-led environment.

Rooted in our mission to *“teach the children with all the kindness and gentleness possible,”* the Nursery Assistant plays an important role in supporting children’s care, wellbeing, and enjoyment throughout the nursery day.

Working under the direction of the Nursery Team Leader the Nursery Assistant will help maintain a safe, caring, and stimulating environment, contributing positively to a provision grounded in the FCJ values of Excellence, Companionship, Dignity, Justice, Hope, and Gentleness.

Purpose of the Role

To support the day-to-day care and wellbeing of children aged 2–3 years by assisting with routines, play, and activities under the guidance of more senior staff. The Nursery Assistant helps ensure children feel safe, secure, and valued, while supporting the smooth running of the nursery provision in line with Jersey Early Years requirements.

Key Responsibilities**1. Child Development, Learning and Care**

- Support children to feel safe, secure, and cared for throughout the nursery day.
- Assist with play-based activities planned by the Team Leader.
- Engage positively with children through talking, listening, and playing alongside them.
- Support children’s development in the prime areas of learning through everyday interactions.
- Assist with children’s personal care routines, including toileting, dressing, and mealtimes, promoting dignity and independence.
- Encourage positive behaviour through gentle support and consistent routines.

2. Supporting a New Provision

- Support the smooth day-to-day running of the new 2–3-year-old provision.
- Help set up, maintain, and tidy indoor and outdoor learning environments.
- Follow established routines and expectations to ensure consistency and high standards.
- Show flexibility and a positive attitude as the provision develops.

3. Safeguarding, Health and Wellbeing

- Support and promote the safeguarding and welfare of all children at all times.
- Follow all school and nursery policies relating to safeguarding, health and safety, and hygiene.
- Help maintain a clean, safe, and well-organised environment.
- Be vigilant and report any concerns promptly to senior staff.
- Support children's emotional wellbeing through caring, responsive interactions.

4. Partnership with Parents and Carers

- Support positive, respectful relationships with parents and carers.
- Share simple, day-to-day information about children's wellbeing as directed by senior staff.
- Help create a welcoming and inclusive environment for families.
- Support children during transitions into the nursery routine.

5. Teamwork and Professional Practice

- Work collaboratively as part of the nursery team, supporting colleagues as needed.
- Take direction from the Nursery Team Leader.
- Communicate respectfully and appropriately with colleagues at all times.
- Attend training, staff meetings, and development opportunities as required.
- Maintain professionalism, confidentiality, and appropriate boundaries at all times.

6. FCJ Ethos, Values and Mission

- Support and uphold the FCJ values of Excellence, Companionship, Dignity, Justice, Hope, and Gentleness in daily interactions.
- Demonstrate kindness, patience, and respect in all work with children and adults.
- Promote inclusion and fairness, respecting the dignity of every child.
- Contribute to a culture that reflects the mission to "teach the children with all the kindness and gentleness possible."
- Support the wider Catholic life of the school community.

Person Specification

Essential

- Experience working with young children (preferably aged 2–3)
- Early Years Level 2 qualification which must have evidence of sufficient assessed practice
- Understanding of early child development
- Warm, caring, and patient approach
- Ability to support play-based learning and engage young children
- Good communication and teamwork skills
- Commitment to safeguarding and promoting children's welfare
- Willingness to support and uphold the FCJ ethos and values
- Person and Health Declarations

Desirable

- Level 2 or Level 3 qualification in Early Years/Childcare or working towards
- Knowledge of Jersey Early Years frameworks or EYFS
- Experience contributing to observations and assessments.
- Understanding of inclusive practice and supporting additional needs.
- Safeguarding training course or agreed equivalent
- JCF Level 1 & 2: Introduction & Essentials to Jersey's Children First (Virtual College Learning Course)
- Food Safety and Hygiene Level 2 (if handling food)

Key Personal Qualities

- Warm, nurturing, and attentive
- Positive, flexible, and enthusiastic
- Committed to gentleness, kindness, and dignity
- Reliable and a supportive team member
- Reflective and willing to learn
- Passionate about supporting young children's development

Why Join Us?

- Be part of an exciting new provision from its very beginning
- Work in a caring, values-driven FCJ Catholic school community
- Contribute to a nurturing environment where every child is known and valued

- Opportunities for training and professional development
- Make a meaningful difference in children's earliest experiences of education